**Kind reminders:**

<hotel name> is smoke-free. To ensure the safety of you and other guests, there are smoke alarms in the rooms, corridors, and the lobby. Smoking in the hotel will be fined.

To make sure that you and other guests can rest well in our hotel, we advise you to keep any noise down in the hallways and always close the door behind you. If you need to contact your companion in another room, please use the provided phone in your room or call <service phone nr.>, and we will transfer you immediately.

For more travel information about <city name>, go to <official tourism website> or follow their Weibo <Weibo account> or WeChat account <WeChat account>.

**We wish you a pleasant stay at <hotel name> and a wonderful trip in <city name>!**

**温馨提醒：**

<hotel name>酒店为无烟酒店，建筑物内禁止吸烟。为了保证您和其他客人的安全，所有的客房内、走廊和大堂均装有烟雾报警器。吸烟将面临罚款。

为了您和其他客人能够在我们的酒店得到充分的休息，请保持走廊安静并随手关闭房门，如需联系其他房间的旅伴，您可以使用房内电话或拨打<service phone nr.>，我们将为您即时转接。

如您需要更多<city name>旅游信息，请访问<official tourism website>，您也可以关注<Weibo account>(微博)以及<WeChat official account>(微信公众号)。

**愿您在<hotel name>酒店和<city name>度过愉快的时光！**

Dear Guest,

Welcome to <city name>!

We warmly welcome you to <hotel name> and hope that you will have a pleasant stay with us. If you need anything during your stay, please do not hesitate to contact us in the reception or by dialing <service phone number>.

If you are interested in our advice regarding attractions, shops, restaurants, cafés, bars, parks, strolling or running routes etc., we are here to help as well.

We wish you a wonderful stay in <city name> and look forward to welcoming you again in the future.

Sincerely,
<Name of hotel manager>
<Title>
<Name of hotel>

尊贵的客人：

欢迎来到<city name>！

感谢您选择<hotel name>酒店，我们将以全心全意的服务，给您宾至如归的入住体验。若您在下榻期间有任何需要，欢迎随时咨询前台工作人员或拨打我们的服务热线<service phone nr.>。

如果您希望我们推荐适合您的参观景点、餐厅、商店、咖啡馆、酒吧、公园、散步或跑步路线等等，您可以随时向前台咨询。

祝愿您在<city name>度过一段美妙时光，并期待您再次光临！

敬上，
<Name of hotel manager>
<Title>
<Name of hotel>

**We offer the following** **amenities & services
我们提供以下设施与服务**

|  |  |
| --- | --- |
| City Map  | 城市旅游地图 |
| Electric adapters | 转换插头 |
| Kettle | 电热水壶 |
| Coffee | 咖啡 |
| Tea | 茶叶 |
| Instant noodles | 方便面 |
| Extra glasses/mugs | 额外的玻璃杯/茶杯 |
| Toiletries | 浴室用品 |
| Slippers | 拖鞋 |
| Iron & ironing board | 熨斗 & 熨衣板 |
| Baby cot | 婴儿床 |
| TV remote | 电视遥控器 |
| Air conditioner remote | 空调遥控器 |
| Room service menu | 客房服务菜单 |
| Bicycle Rental | 自行车租赁 |
|  |  |
|  |  |
|  |  |

**WiFi 无线网络**

 Network 网络：<network name>
Password 密码：<network password>

 **Guided tour booking本地旅游预订**

<city name> has a range of local operators that offer various sightseeing tours. We can assist you with booking a city tour. Please contact the reception or dial <service phone nr.> for more detailed information on prices, availability etc.

<city name>有众多本地旅行社，提供不同的观光形式和行程。您可以咨询前台工作人员，了解价格、路线等相关信息，我们也可根据您的需求协助预订。若您有任何需求或疑问，欢迎随时联系前台或拨打 <service phone nr.>。

 **Furniture家具陈设**

If you need to adjust the arrangement of the furniture in the room or need additional furniture such as a baby crib, feel free to contact us at <service phone nr.>. We will send service personnel to adjust it for you.

若您需要调整客房内家具的位置，或增加婴儿床等额外设施，欢迎随时联系前台工作人员或拨打电话<service phone nr.>，我们将安排专人根据您的需求进行调整。